

## MILPERSMAN 1306-416

### PROCESSING OF PERSONNEL DISQUALIFIED FROM SUBMARINE DUTY

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN	882-3633
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References	NAVMED P-117, Manual of the Medical Department SECNAVINST 5510.3A SECNAVINST 5510.35A NAVPERS 18068F, Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications OPNAVINST 5355.3B SECNAVINST 7220.80E
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1. **Policy.** Because of the special safety and reliability aspects of operating submarines, the need to provide for disqualification for duty in submarines in certain instances is clear. Disqualification for duty in submarines is an administrative procedure invoked to preclude reassignment of a member to another submarine command.

a. Disqualification for duty in submarines supplements the disciplinary and administrative actions that may be required to effect satisfactory performance, and is not an end in itself.

b. There are a few situations where a member is unable to meet the physical standards for submarine duty through no fault or lack of diligence on the member's part. In these few cases, disqualification is an appropriate course of action by itself.

c. Disqualification for duty in submarines shall not be used as a substitute for required disciplinary and/or administrative action. Particular care shall be exercised to ensure that disqualification is not used to effect the transfer of members to other duty when they do not clearly meet the established high standards for continued Naval Service.

2. **Categories and Reasons.** There are two categories of disqualification for duty in submarines, one of which must be cited in **every** disqualification recommendation.

a. **Disqualified Category.** Members removed from submarine duty in the disqualified category are not normally eligible for return to submarine duty at any future date. Reasons for disqualification are as follows:

(1) Inability to qualify or failure from a training pipeline leading to assignment to submarine duty.

(2) Inability to requalify (SS) members only.

(3) **As a result of disciplinary and/or administrative action resulting in (list one)**

(a) disqualification prior to separation,

(b) discharge detachment for cause,

(c) unauthorized absence in excess of 30 days,

(d) classification as a conscientious objector or homosexuality,

(e) a change in rating,

(f) Navy Enlisted Classification (NEC) removal,

(g) security clearance,

(h) substantiated family advocacy sexual abuse case,

(i) ineligibility for the Personnel Reliability Program (PRP) when such action precludes further service in submarines, or

(j) other such disqualifying action (specify).

(4) Unreliability due to drug/alcohol abuse.

(5) Stress reaction, emotional instability, or suicide attempts/gestures.

(6) Environmental unadaptability (including claustrophobia).

**NOTE:** Disqualification for stress reactions, emotional instability, suicide attempts/gestures, or for environmental unadaptability must include psychiatric/psychological consultation

**b. Physically not Qualified Category**

(1) Members found not physically qualified may reapply for return to submarine duty when they again meet the physical requirements set forth in NAVMED P-117, article 15.

(2) Requests for reinstatement must be submitted via the chain of command and Bureau of Medicine and Surgery (BUMED) (MED-21) to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403). Reasons for disqualification are as follows:

(a) Failure to meet the physical requirements for submarine duty contained in NAVMED P-117, article 15. For administrative purposes, physical disqualification will be limited to members with a duly diagnosed medical condition such as an ulcer, lung disorder, neurosis, etc. Organic brain syndrome may also be used for physical disqualification.

(b) All too often the medical problem, which renders a member not physically, qualified for submarine duty also renders the member not physically qualified for **all** duties of the member's rate at sea or on foreign service (full duty). When considered appropriate, recommendations for medical board action or administrative separation will be initiated in addition to disqualification for duty in submarines.

(3) A waiver of the physical standards for submarine duty should be considered in all appropriate cases. Waivers may be recommended with qualified and documented medical advice. Considered action will be on the basis of the member's condition, the risk it places on the member's continued health and safe reliable submarine operations.

(4) Waiver requests should be submitted to NAVPERSCOM (PERS-403) via BUMED (MED-21). For members assigned to submarine duty, submit waiver request via immediate superior in command (ISIC), type commander (TYCOM), and BUMED (MED-21).

(5) Questionable Cases. When the category or reason to be cited in a disqualification recommendation cannot be determined, guidance should be requested from NAVPERSCOM (PERS-403).

3. **Disqualification Authorities**. NAVPERSCOM and Commander, Submarine Force, U.S. Atlantic Fleet (COMSUBLANT)/Commander, Submarine Force, U.S. Pacific Fleet (COMSUBPAC) are the ultimate authorities for submarine disqualification.

a. Submarine commanders will act only on the cases of members who are under their administrative or operational command.

b. NAVPERSCOM (PERS-403) will act on all other cases such as members in transit, in school commands not under the force commander's control, or in nonsubmarine shore commands for duty.

c. Except for disqualification involving physical disqualification; or disqualification of submarine-qualified members by reason of environmental unadaptability, stress reaction, or emotional instability which have not been resolved by administrative action; the following commanders are authorized to approve disqualifications:

(1) Submarine group/squadron commanders.

**NOTE:** Disqualification authority may be delegated in writing to chief of staff/chief of staff officer.

(2) Submarine base commanding officers (COs).

(3) COMSUBLANT Deputy Chief of Staff Personnel Readiness.

(4) COMSUBPAC Assistant Chief of Staff (ACOS) for Personnel and Training.

d. NAVPERSCOM (PERS-403) and COMSUBLANT/COMSUBPAC, as the disqualification authority, will review each disqualification action and retain the prerogative to direct final action and to disqualify members in either disqualification category.

e. In an effort to minimize delays in processing submarine disqualification cases, NAVPERSCOM (PERS-403) has been

designated the NAVPERSCOM point of contact (POC) for these matters.

(1) All message traffic to NAVPERSCOM concerning disqualification matters should be sent to NAVPERSCOM (PERS-403F), who will monitor timely completion of actions.

(2) Procedures for removal of security clearances and eligibility for PRP require written acknowledgments from the member. Correspondence concerning these matters should be addressed to

(a) NAVPERSCOM, Active/Reserve Enlisted Career Program Division (PERS-81), for security clearance issues per SECNAVINST 5510.3A, and

(b) Chief of Naval Operations (CNO), Special Assistant for Naval Investigation Matters and Security (N09N) for Personal Reliability Program (PRP) issues per SECNAVINST 5510.35A.

4. **Assignment of Designator 8 (SP)**. All members disqualified from submarine duty will normally be assigned to a submarine support command for a 2-year tour, or to complete prescribed sea tour (PST) or normal shore tour (NST), whichever is longer. Submarine Designator 8 (controlled by NAVPERSCOM (PERS-403)) will be assigned.

a. Nuclear-trained members found physically disqualified from submarine duty, but remain qualified for the nuclear field, will be assigned to surface nuclear duty.

b. Members who require forced rating conversion by virtue of PRP decertification or security clearance revocation will normally be converted to a rating consistent with assignment to a submarine support billet.

c. Assignment to submarine support can only be made to a valid billet, and normally in the same geographic area.

(1) If forced rating conversion is not required, members will retain their submarine source rating and, if applicable, Navy Enlisted Classification (NEC) codes.

(2) If there is no valid submarine support billet available, or the cognizant surface detailee has a valid billet

which can be filled by a member, the submarine detailer must receive approval from the manning control authority (MCA) via Enlisted Placement Management Center (EPMAC) to assign a submarine disqualified member directly to duty in the surface fleet.

(3) If authorization is granted by the MCA, the submarine Designator 8 will be removed.

d. Members assigned to a submarine support billet will be assigned a 2-year projected rotation date (PRD). At the completion of the 2-year submarine support tour the following options are available:

(1) Retain Designator 8 and continued assignment to submarine support duty.

(2) Release from Designator 8 and made available for general detailing by the surface community. This may require forced rating conversion. If member decides to be released, member must submit NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request, requesting release to surface community and removal of Designator 8 and, if applicable, forced rate conversion. If approved for release, member's command must submit NAVPERS 1221/1 (Rev. 06-92), Navy Enlisted Classification (NEC) Change/Recommendation per NAVPERS 18068F, volume II for NEC removal if NECs are submarine related.

(3) Request reinstatement to submarine duty, as explained in this article.

(4) In cases where members are being administratively separated, a submarine disqualification package (Exhibit 1) will be utilized and forwarded to NAVPERSCOM (PERS-403F) prior to separation.

e. For all members not under disqualification authority of COMSUBLANT or COMSUBPAC (shore commands outside the submarine community, school commands, recruiting, etc.), the recommendation for disqualification will be submitted directly to NAVPERSCOM (PERS-403) in the format of Exhibit 1.

5. **Correspondence.** All correspondence to NAVPERSCOM (PERS-403) or CNO, Nuclear Power Program Manager (N133) relating to submarine disqualification (and associated NEC removals or

rating change) of enlisted members shall also be addressed to NAVPERSCOM (PERS-403F).

a. To speed processing of disqualification cases, message notification of each case must be sent to NAVPERSCOM (PERS-403) as soon as the decision to disqualify has been finalized.

b. Exhibit 2 provides the format for this message. NAVPERSCOM (PERS-403) will act as the NAVPERSCOM POC for all submarine disqualification matters.

c. Correspondence (or copies thereof) to activities external to NAVPERSCOM shall continue to be sent per applicable instructions. NAVPERSCOM (PERS-403) will be notified of all submarine disqualifications. This is a critical tool for management of the submarine enlisted community. All messages or letters for final submarine disqualification must be sent "info" or "copy to" to NAVPERSCOM (PERS-403).

6. **Rating Changes**. When rating changes are required as part of the disqualification process or the removal of a Designator 8, a rating change recommendation should be submitted to NAVPERSCOM (PERS-403) as soon as disqualification action has been approved.

a. To best match the member's previous training, experience, and needs of the Navy, choices should normally be made per the guidance in Exhibit 3.

b. Recommendations from the CO are encouraged in addition to the choices submitted by the member.

c. It is strongly recommended that choices submitted by the member be realistic. Members who have received extensive training in their present rating will not normally be assigned to ratings requiring extensive additional training or to those overmanned in rating and paygrade.

d. If none of the choices made by the member are feasible, a rating selection will be made by NAVPERSCOM per needs of the Navy and recommendations submitted by the CO. **NOTE:** With few exceptions, disqualified members are assigned to a submarine support billet and rating conversion must be consistent with ratings normally assigned to such billets.

e. Rate changes should not be submitted until the following actions have been completed (as applicable):

(1) Permanently PRP decertified.

(2) Security clearance removed/revoked.

(3) Submarine disqualification package received by NAVPERSCOM (PERS-403).

f. Rate change submission **should not** be included in an availability report.

7. **Availabilities**. Members being disqualified shall be made available as follows:

a. Availabilities should not be submitted until the submarine disqualification package has been forwarded to NAVPERSCOM (PERS-403).

b. Nonsubmarine designated E-3 and below. Should be made available to EPMAC as soon as the disqualification is finalized and the member is available for transfer.

c. All availability correspondence for submarine designated E-3 and above shall be addressed to NAVPERSCOM (PERS-403) using class DG avail code. Any other submissions may cause further delay in transfer of disqualified members.

d. Upon receipt of availability, NAVPERSCOM (PERS-403) will ensure the following administrative actions have been completed prior to entering the availability:

(1) Receipt of submarine disqualification package.

(2) Removal of submarine enlisted designator.

(3) NEC removal/change, if applicable.

(4) Rate conversion, if applicable.

(5) Assignment of Designator 8(SP), if applicable, (assigned by NAVPERSCOM (PERS-403)).

8. **Striker Identification Removal**. There is no requirement to **convert** disqualified E-3 submarine members to another rating if they are designated strikers. Striker designator removal may be required for submarine specific ratings. Approval must be



obtained from NAVPERSCOM, Active Enlisted Advancements/  
Incentives Branch (PERS-811) for striker designator removal.

9. **PRP/Security Clearance/NEC Removal**. Removal of a member from the PRP or revocation of the member's security clearance can significantly decrease the member's ability to function at a subsequent duty station or in another rating.

a. Removal from the PRP and revocation of security clearance **should not be performed automatically** as part of the disqualification process, but should be based solely upon the merits of each case. Similarly, NECs, which are not unique to the submarine force, should not automatically be recommended for removal.

b. Submarine disqualification by reason of NEC removal will require approval of NAVPERS 1221/1 by EPMAC via NAVPERSCOM (PERS-403), prior to processing for submarine disqualification. Nuclear NEC removal will require approval by CNO (N133D) prior to submarine disqualification.

c. In cases where members are submarine disqualified when forced rating conversion is required and hold a submarine related NEC, submission of NAVPERS 1221/1 is required after submarine disqualification has been completed and forwarded to NAVPERSCOM (PERS-403).

10. **Procedures for Requesting Reinstatement to Submarine Duty**. Members previously assigned the submarine designator (SS)/(SU) may request reinstatement to submarine duty.

a. **Time Frame**. Requests for reinstatement to submarine duty must be submitted within 5 years from the date of disqualification.

b. **Authority**. NAVPERSCOM (PERS-403) is the submarine reinstatement authority in all cases and will assign the (SS)/(SU) submarine designator, as appropriate.

c. **Recertification**. HM Submarine IDC's must request reinstatement from NAVPERSCOM (PERS-403), via CNO, Enlisted Plans and Career Management Branch (N132D), and "clinically" recertify prior to "refresher training" to be eligible for PCS orders to a submarine and reinstatement.

d. **Submarine Designator Assignment Date.** If approved, the submarine designator will be assigned the date the reinstatement approval letter is signed for members who were medically disqualified. For all others, the submarine designator will be assigned upon reporting on board an operational submarine for duty.

e. **Reinstatement for "Physically not Qualified" Members.** Members who were physically disqualified may request reinstatement if the medical problem no longer exists, or has remained asymptomatic for a minimum of 2 years without benefit of medication, special diet, or **continuing therapy**. In all cases, a waiver of the medical standards must be submitted. The format for requesting reinstatement is as follows:

(a) Submit NAVPERS 1306/7 requesting reinstatement of the (SS)/(SU) designator and waiver of physical standards for submarine duty to NAVPERSCOM (PERS-403F) via local chain of command and BUMED (MED-21).

(b) As enclosure (1) include all applicable medical documentation and a current submarine physical as required by NAVMED P-117, article 15-69.

f. **Reinstatement for Alcohol Abuse**

(1) Members disqualified by reason of alcohol abuse per this article may be considered for return to duty in submarines after fulfilling the provisions of OPNAVINST 5355.3B.

(2) A request for reinstatement to submarine duty after disqualification for alcohol abuse must be submitted strictly per OPNAVINST 5355.3B using the format of Exhibit 4.

(3) If reinstated, the member will be assigned to submarine duty in a submarine unqualified (SU) status at PRD using normal assignment procedures. The (SU) designator will be assigned effective the date of reporting to a submarine.

g. **Reinstatement for All Others (Demonstrated Unreliability, Security Clearance Removal, etc.).** Submit NAVPERS 1306/7 requesting reinstatement of the (SS)/(SU) designator and provide a statement concerning the reason for disqualification. Members will include a copy of a current (within 6 months) submarine physical and copies of their last three performance evaluations as enclosures.

**11. Pre-Service Drug Abuse Waivers for Previously Undisclosed and/or Undocumented Usage**

a. If, subsequent to assignment to submarine duty, a pre-service drug abuse is disclosed or identified and there is no documented waiver, a waiver request must be submitted to NAVPERSCOM (PERS-403), info to the ISIC and TYCOM (directly to NAVPERSCOM (PERS-403) for members not assigned under a submarine TYCOM).

b. A waiver will be considered only for experimental use of marijuana. A signed statement from the member defining the extent of usage is required.

**12. Limited Waiver of the Physical Standards for Submarine Duty.** Senior enlisted members (generally construed to mean senior E-7 and above), found not physically qualified for submarine duty may be granted a limited waiver of the physical standards for submarine duty.

a. This limited medical waiver will be granted by NAVPERSCOM (PERS-403), only on the advice of BUMED (MED-21) on a case-by-case basis, so the member will be able to ride a submarine for short periods of time (i.e., sea trials, weekly operations).

b. Members will be considered for a limited waiver only if recommended by the cognizant squadron or group commander, TYCOM, and BUMED (MED-21), and only if a valid need for the member's services exists.

c. The member, if approved, shall **not** be assigned to submarine duty, will be assigned submarine Designator 8(SP), and shall **not** be eligible for continuous submarine pay (CONSUBPAY). The limited medical waiver will be granted by letter to the member's parent command.

d. If granted a limited medical waiver, members must notify the staff to which assigned of their medical status, and the staff shall be responsible for ensuring members are physically able to ride a submarine on a limited basis.

e. A verification of the member's medical condition must be made by a submarine medical officer at least annually.

f. Members will be eligible for Operational Submarine Duty Incentive Pay (OPSUBPAY) per SECNAVINST 7220.80E, as they shall be considered "Qualified in Submarines with Limited Medical Waiver." A member granted a limited waiver will not be eligible for assignment to a precommissioning unit or to a submarine in overhaul unless NAVPERSCOM (PERS-403) and the responsible group and TYCOM concur.

g. An member granted a limited waiver currently serving in a precommissioning unit or in a submarine in overhaul may remain aboard that ship until post-shakedown availability (PSA) sea trials or post-overhaul sea trials have been completed.

EXHIBIT 1

**RECOMMENDATION FOR DISQUALIFICATION FROM DUTY IN SUBMARINES AND,  
WHEN APPLICABLE, RELATED ADMINISTRATIVE ACTIONS FOR COMMANDS NOT  
UNDER COMSUBPAC OR COMSUBLANT DISQUALIFICATION AUTHORITY.**

(Use proper letter format containing the following.)

From: Commanding Officer, \_\_\_\_\_  
To: Commander, Navy Personnel Command (PERS-403)

Subj: RECOMMENDATION FOR DISQUALIFICATION FROM DUTY IN  
SUBMARINES

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual,  
Article 1220-040  
(b) NAVPERS 15560D, Naval Military Personnel Manual,  
Article 1306-416  
(c) SECNAVINST 5510.35A (when applicable for PRP)  
(d) SECNAVINST 5510.3A (when applicable for security  
clearance)  
(e) Current CREO/REGA NAVADMIN

Encl: (1) Member's statement (not required for "physically not  
qualified" category)  
(2) Copy of NAVPERS 1221/1 (Rev. 06-92), Navy Enlisted  
Classification (NEC) Change/Recommendation (if a  
nuclear-trained operator, mail original to CNO  
(N133D))  
(3) Copy of last three enlisted evaluation reports (not  
required for "physically not qualified" category)  
(4) Copies of enlisted service record pages documenting  
substandard performance and disciplinary action (not  
required for "physically not qualified" category)  
(5) Medical data (for "physically not qualified" category  
only)  
(6) Any other pertinent data  
(7) Copies of counseling sheets (or summary if not  
available)

1. Per references (a) and (b), (rate/designator, full name,  
branch, SSN, NECs) is recommended for disqualification from duty  
in  
submarines. Disqualification category is \_\_\_\_\_. When  
applicable, the last sentence in this paragraph should read,

**EXHIBIT 1 (Continued)**

"Member's signed statement concerning disqualification and the associated administrative actions listed below are contained in enclosure (1)."

2. The following actions have been taken in this case:

a. Temporarily/Permanently (omit one) decertified for duty under the Personnel Reliability Program per reference (c).

b. Personnel security clearance for (indicate level of clearance) has been denied/revoked (omit one) per para. 17-208 of reference (d). Cite applicable portion(s) of para. 16-102.2 which describe the reason(s) for such action. If the member's clearance has been changed from a higher to a lower category for cause other than purely administrative reasons, so state and give specifics.

c. Change of rating to (1)\_\_\_\_\_, (2)\_\_\_\_\_, (3)\_\_\_\_\_, in order of priority, is recommended. The "open rates" list contained in reference (e) has been considered in making this recommendation. Rate/Member's last name, state member's preferences, and commanding officer's concurrence or reason for not recommending them.

d. Recommend enclosure (2) NAVPERS 1221/1 be approved.

3. Detailed comments on this recommendation are as follows:

4. By reference (cite letter or message) subject member is being processed for a discharge per NAVPERS 15560D, article (state appropriate article). Enclosures (1) through (7) refer. If member is not being processed for discharge, a statement is required stating reason for not processing member for discharge.

Signature

Copy to:

CNO (N133D) (Nuclear-trained members only (Advance)

EPMAC (EP-42)

Service Record (Transient holding activity if applicable)

EXHIBIT 2

SAMPLE DISQUALIFICATION MESSAGE

(Use the proper message format containing the following.)

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FROM:  Originating Activity
TO:    COMNAVPERSCOM MILLINGTON TN//PERS403//
INFO:  EPMAC NEW ORLEANS LA//    //
BT
UNCLAS //NO1306//
MSGID/GENADMIN/          /
SUBJ/SUBMARINE DISQUALIFICATION NAVPERSCOM (PERS403)//
RMKS/1.  RATING, NAME, SSN, NEC DISQUALIFIED FROM SUB DUTY ON DATE BY
REASON OF _____.  SNM PERMANENTLY REMOVED FROM PERSONNEL
RELIABILITY PROGRAM.  SECURITY CLEARANCE REMOVED/REVOKED.
RECOMMENDED/NOT RECOMMENDED FOR ASSIGNMENT TO SUBMARINE SUPPORT
ACTIVITY.
BT
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NOTES:

1. The disqualification message should not be submitted until the submarine disqualification package has been forwarded to NAVPERSCOM (PERS-403).
2. Only applicable information in para. 1 need be submitted. Not all of the actions in the sample will be applicable in every case.
3. Members disqualified from submarine duty, but not processed for discharge from the Naval Service will normally be assigned to a submarine support activity for a minimum of 2 years. Members unsuitable for such assignment should be processed for discharge from the Naval Service.
4. In cases where NEC removal is being recommended for a reason other than drug abuse, for non-nuclear members, submission of NAVPERS 1221/1 is required per NAVPERS 18068F, volume II.
5. Availability Report. After all administrative actions (i.e., rating change, NEC removal, PRP decertification, and security clearance removal/revocation, as appropriate), submit the enlisted availability to NAVPERSCOM (PERS-403) (and other necessary addressees).
6. For nuclear-trained members a NAVPERS 1221/1 must be submitted, for cases other than drug related disqualification, **prior to submission** of the disqualification message. Do not submit disqualification message or availability report until removal of NEC is approved.

### EXHIBIT 3

#### RATING CONVERSION

1. Members being disqualified from submarine duty who are in ratings that are unique to the submarine force or that normally require PRP eligibility must convert to other ratings when disqualified. The choice should normally be made using the following guidance:

MT	STS	TM	FT
OS	*STG	OS	OS
#*AT	OS	MS	FC
EM	EM	BM	IC
*IC	#*AT	BT	EM
*ASE	OT	ABE	MM
MS	*ASE	MM	GM
BM	MS	AK	DS
#*AE (E-4)	BM		
BT (E-4)	#*AE (E-4)		
MM (E-4)	BT (E-4)		
AK (E-4)	MM (E-4)		
	AK (E-4)		
<p>* Must normally be eligible for PRP.</p> <p># When member requests and is recommended for conversion to these ratings. Exhibit 1 must provide additional remarks/information.</p>			

2. Rating conversions should normally be to those ratings consistent with submarine support assignments.

3. The above choices should be forwarded to NAVPERSCOM (PERS-403), in the format of Exhibit 1, by the applicable activity as soon as the disqualification decision has been finalized.



**EXHIBIT 4**

**SAMPLE REQUEST FOR REINSTATEMENT IN SUBMARINE (DRUG/ALCOHOL)**  
(Use proper letter format containing the following.)

From: Name/Rate/SSN  
To: Commander, Navy Personnel Command (PERS-403)  
Via: (1) Commanding Officer,  
(2) Commander Submarine Force, U. S. Pacific Fleet/  
U. S. Atlantic Fleet (as applicable)  
  
Subj: REINSTATEMENT IN SUBMARINES  
  
Encl: (1) Most recent Drug/Alcohol Abuse Report on member  
(2) List of dates and results of urinalysis tests (if  
applicable) since submarine disqualification  
  
Ref: (a) OPNAVINST 5355.3B  
  
1. I request reinstatement in submarines.  
  
2. I was disqualified from submarines due to alcohol dependency  
on \_\_\_\_\_. Since that time I have been made aware of the  
physical and mental effects of alcohol abuse and I reject abuse  
of alcohol.  
  
3. To substantiate my freedom from substance abuse I volunteer  
for participation in a urinalysis screening program for 1 year  
after reassignment to a submarine.

Member's Signature